

DIRECTOR OF FISCAL SERVICES

DEFINITION

Under executive direction; to plan, organize and manage the Court's accounting and budget operations; to supervise and participate in the development, implementation and management of accounting and budgeting systems; to provide expert advice to Court management on fiscal matters; and to perform related work as assigned.

This is a management level classification and provides supervision to accounting staff directly or through subordinate supervisors. This classification has general responsibility for the Court's accounting, fiscal and budget systems and operations.

TYPICAL TASKS

Plans, coordinates and implements fiscal goals, objectives, policies and internal financial control systems for the San Luis Obispo Superior Court. Acts as Court liaison regarding budgetary and fiscal matters with State Trial Court Funding staff; ensures that Court budgetary, accounting and fiscal reporting policies and procedures are in accordance with applicable laws, regulations and professional accounting practices in coordination with the County and State. Supervises the development and management of the court's annual budget; initiates and approves transfers and the establishment of new accounts; assists managers in the development of budget projections; integrates individual budget areas into the overall budget; justifies and presents the annual budget; analyzes complex issues, computer system capabilities, and new requirements or legislation related to Court accounting and budget systems, evaluates alternatives, and develops, recommends and implements effective solutions. Supervises or performs the preparation of complex financial reports and documents. Evaluates cash flow and budget status and recommends appropriate responses. Plans, organizes, assigns, reviews, supervises and evaluates the work of technical staff; recommends selection of staff; trains staff in work procedures directly or through subordinate supervisors and provides for their professional development.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, practices and procedures of governmental, fund and general accounting and a automated financial record keeping. Principles and practices of budget development and administration. Principles and practices of auditing and reconciling financial documents and records. Principles and practices of grant preparation and administration. Principles of trust fund administration, revenue disbursement and related accounting and report preparation.

EXPERIENCE/EDUCATION

Equivalent to graduation from a four year college or university with major course work in business or public administration, accounting, economics or a related field and four years of professional level experience in fiscal reporting, accounting, budget administration and related financial and administrative activities. Prior lead worker or supervisory experience and experience in a Court and/or criminal justice setting is desirable. Additional experience as outlined above may be substituted for the education on a year for year basis to a maximum of two years.